

# HOUSE RULES (AMK TECHLINK)

The following House Rules are deemed to be incorporated in the Terms and Conditions of the Tenancy Agreement. Any infringement to the House Rules shall constitute a breach of the Tenancy Agreement.

## **1 Parking Facilities**

- a) The parking facilities are under the management of a car park operator. Tenants/lessees shall liaise directly with the operator on the purchase of season parking tickets and other car park related matters.
- b) Vehicles shall be parked within designated lots and not along the driveway, vehicular ramp or common area.
- c) The parking lots in front of the premises shall be used according to its intention, and not permanently occupied by trade items or working activities especially hot-works.
- d) The Fire Engine's hard-standings and access way must be kept free of obstruction at all times.

## **2 Common Areas**

- a) For ease of access along the common areas, construction of fixtures (either temporary or permanent) is not allowed unless prior written approval from JTC
- b) Common areas especially corridors, lift lobbies, staircases, etc. which are used as emergency escape routes, shall be maintained free of obstruction at all times.
- c) No sleeping or having of meals along the common areas.
- d) Smoking is prohibited along the common areas except at designated locations.

## **3 Internal Premises**

- a) Tenants are fully responsible for the security of their premises and properties.
- b) Proper control measures / facilities must be in place and maintained to prevent noise, air pollution or causing any nuisance to the neighbouring premises and surroundings.
- c) For public safety, the fire access panel within the premise where the signage indicates "FIREFIGHTING ACCESS", shall NEVER be removed/obstructed.
- d) The fire escape route of 1.2m shall be maintained/ fire extinguishers shall be free of obstruction AT ALL TIMES.
- e) Existing "EXIT" signs and fire extinguishers shall NOT be tampered with or altered unless written approval from SCDF.
- f) Tenants/lessees shall place the fire extinguishers, emergency and exit lights within the premises properly maintained by a qualified contractor on a periodic basis.
- g) Tenants shall not carry out any trade paraphernalia that will cause obstruction and safety to the common road users. All approved trade activities must be confined within the premises at all times.

## **4 Service Yard / Air-Con Ledge**

The service yard / air-con ledge shall not be used for storage or any other purposes except for its intended use.

## **5 Discharge of Air-Conditioner Condensation Water**

Condensation water shall be properly discharged to an existing floor trap within the premise.

## **6 Transportation of Goods and Machines**

- a) Goods / machines must NOT be transported via the passenger lifts.

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b) Diesel-operated forklifts shall not be used within the building.
<b>7 Company Signboard</b> The tenant shall at their own cost and expense, maintain the frame and casing which include the electrical fittings for the company's signboard at the designated location.
<b>8 Display of Advertisements</b> The Tenant shall keep window glass panes, fencing and common areas free of advertisement signage, banners and posters. Prior written approval must be obtained for all signage at building facades. Temporary Occupation Licence fee is payable, if approval is granted.
<b>9 Tapping of Electrical / Water Supply from Common Area</b> The Tenant/Lessees shall not be tapping the electrical and water supply from common areas, unless prior written approval is obtained from JTC.
<b>10 Unauthorized Use of Fire Hose reel</b> The fire hose reel shall be used for fire fighting purposes only. To refrain from unauthorized use of water supply from fire hose reel for other purposes."
<b>11 Trade / Domestic Wastes</b> a) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times. b) Tenants/lessees are responsible for making their own arrangement on the disposal of wastes brought back from external.
<b>12 Livestock / Pets</b> The Tenants/lessees shall not keep livestock/pets like dogs, cats, birds, etc. anywhere within AMK TechLink including the premises.
<b>13 Burning of Incense Paper</b> Burning of incense paper is allowed only at designated areas within AMK TechLink.
<b>14 Handicap / Public Toilets</b> No one is allowed to wash/bathe himself in the handicap/public toilets.
<b>15 Illegal Use of Industrial Premises as Workers' Quarters</b> The Tenants/lessees shall not permit any person or persons to cook, sleep and/or reside in the premises.

The information contained in this specification sheet is subject to changes as may be required by the relevant authorities and/or at the sole discretion of JTC.